



BEDFORD COUNTY BOARD OF COMMISSIONERS COURTHOUSE AND PROPERTY COMMITTEE MINUTES

Date: Tuesday, January 21, 2020
Time: Consecutive After Law Enforcement
Location: Third Floor Courtroom, Bedford County Courthouse

Present: Chairman Julie Sanders, Co-Chairman Jeff Sweeney; Commissioners Chasity Gunn, Brian Farris, Brent Smith

Absent: None

Others Present: Mayor Chad Graham, County Commissioners: Sylvia Pinson, Mark Thomas, Bill Anderson, Greg Vick, Sheriff: Austin Swing, County Clerk: Donna Thomas, Planning & Zoning Director: Chris White, IT Director: Josh Carney, IT Employees: Austin DeFoe, Josh Wiseman and Alex Arroyo, Assistant to the Mayor: Anna Frazier, Times-Gazette Reporter: John Carney and others not identified

- 1. Call Meeting to Order:** Chairman Julie Sanders, 6:10 p.m.
- 2. Prayer:** Commissioner Sweeney
- 3. Roll Call:** all present
- 4. Approval of December 17, 2019 Courthouse & Property Committee meeting minutes:** Motion made to approve, (Smith, Farris) unanimous.
- 5. Zoning and Planning Reports:** Director White was in attendance. Chairman Sanders asked if there were any questions.
Commissioner Brent Smith asked if there was more work to be done regarding the new zoning overlay or is it finalized.
Director White said there will be some clean up on the ordinance along the way. The Planning Commission may present later a technical correction resolution to the one that has passed.
- 6. IT Reports:** Director Josh Carney before giving a status update on the Judicial Center wished to recognize his IT Department employees. Director Carney introduced Austin Defoe, Alex Arroyo and Josh Wiseman. The committee members and attendees applauded the team for the work they have done with the Judicial Center. Director Carney went on to say that all systems are up and running at the Judicial Center. Director Carney mentioned a Security Awareness Training Program that the IT Department will be rolling out soon.
Co-Chairman Sweeney said he wanted to thank Josh and his team. Commissioner Sweeney said that Josh was on the transition team and said that one of Josh's favorite sayings is, "I can make that happen." The team never complained, always jumping in to fix issues which is very unusual on a 150,000 sq. ft. building.
Chairman Sanders said she didn't know of another county around us that has an IT team like Bedford County has and said we are extremely proud of the team and appreciate all that they do.



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- 7. Fire Department:** Fire Chief Mark Thomas updated the committee that the boat on order should arrive in March. The paperwork for the firetruck should be completed this week and submitted to the finance department. The truck will probably not be delivered for another 12 to 14 months. Co-Chairman Sweeney asked Chief Thomas about staff. Chief Thomas said it was a challenge, not just for Bedford County, but across the United States. Brentwood is doing a new program for citizens Chief Thomas plans to visit and review. It is difficult to compete for potential volunteers' time. Tennessee protects workers who are volunteer firefighters from losing their jobs if called out, however, Chief Thomas recognizes times have changed and potential volunteers might be concerned that they could lose their job if they had to leave to work a fire call.
- 8. 911 Communications Report:** Director not in attendance.
- 9. Motion to approve all reports:** (Smith, Gunn) unanimous.
- 10. Old Business**

 - a) **Bell Construction – Transition Team Update:** Co-Chairman Sweeney said that the Judicial Center has a clear certificate of occupancy from the state and approval from the Fire Marshall. The weather has delayed completing some items. The ballers in the front of the building for security are in place. Courts are in session and everything is moving smoothly.
 - b) **Social Security Building** - Chairman Sanders provided committee members with a timeline packet. This building is for the archives department. Mr. Bruce Nelson with the state contacted Commissioner Yockey and Representative Pat Marsh stating a selling price minimum of \$100,000.00. The sale could close within 30 to 40 days by a non-binding agreement after going through the appropriate committees. Currently there is \$122,000 in the archives fund. The budget for the current fiscal year is \$41,000 and by the end of the fiscal year there should be \$175,000 in the account. The state appraisal of the property is \$190,000. Co-Chairman Sweeney said the roof needs repair but is good for another three to five years. The hot water heaters are in good shape, the interior HVAC system is in good shape, however, the condensing units will need replacing. Ceiling and floor tiles will need to be replaced. Looking at \$150,000-\$160,000 including purchase price to get it in a useable condition. Hopefully we can set aside money in the next two years to cover the roof expense. A new roof estimate is about \$85,000. Chairman Sanders asked the committee about the building use for archives. Commissioner Gunn asked if there was any asbestos in the building. Co-Chairman Sweeney said there are some repairs that must be done prior to move-in, but since the building at this time will not be open to the public, therefore the requirements aren't the same as it would be for another structure. Chairman Sanders said that we have the money in the fund to purchase the building. Archives Director Carol Roberts said yes, we are hoping to add sections, for example, shelving now and over time, which could be subsidized with grant money. We could add tracks for shelving now but wait to add the shelving to help keep costs down.



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County Clerk Donna Thomas said keep in mind the archives fees will continue to grow at an estimated rate of \$30,000 to \$40,000 per year.

Chairman Sanders said as she understood it the fund would take care of expenses, take care of itself and should not cost the county additional money that what is already collected.

Commissioner Gunn asked if the shelving was like in Michelle Murray's office and said they were very expensive.

Mayor Graham said yes, they were, but the difference is the courts needed the entire system at one time and the fees included prepping the records to fit in the system.

Commissioner Smith asked if the county has exhausted all ideas regarding using the courthouse. Director Roberts said several of the spaces in the courthouse have already been claimed for other purposes.

Mayor Graham said Codes, Planning & Zoning will move to the 3rd floor and be on both sides of the hall. This will bring meaningful foot traffic; investors, developers to the courthouse and square. Michelle Murray's old office on the 2nd floor will be used for GIS and Multimedia department. On the first floor is the mayor's office, the old DA's office will be human resources, archives is down on the end for public use. The first-floor courtroom may be used as a meeting room. The veterans' office is downstairs in the basement in the former elections' office. There are a lot of permanent records out in the county that could be under one roof.

Commissioner Smith asked if there are any other buildings that the county owns that could be used.

Mayor Graham said the gymnasium, which is unfit, and the MTEC building which is designated education space. We don't have any empty buildings sitting around.

Co-Chairman Sweeney said it's good to point out that we are purchasing the building for \$100,000 and it would cost about five times that to build it. The reason the county can purchase the building at that price is because it's a single source building and the parking. The value of the building will be an asset to the county. That building is within proximity to the courthouse making it accessible for archives' employees.

Chairman Sanders said there aren't other county-owned buildings out there to use.

Mayor Graham said archives fees can only go to supporting archives and preservation of records.

Co-Chairman Sweeney made a motion to forward this to finance to purchase the building. Commissioner Brian Farris seconded the motion. Motion passed unanimously.

11. NEW BUSINESS

- a) **Sheriff's Office and Ag Center Surplus** – Commissioner Gunn made motion to approve, Commissioner Farris seconded motion. Motion passed unanimously.
- b) **Drive-Thru at Courthouse Annex** – County Clerk Donna Thomas spoke about driver's license renewals and the new initiative on real ID drivers license. County Clerk Thomas thought that the drive-thru might work to process tag and driver's license renewals. County clerks may collect \$4.00 per driver's license renewal. A conservative estimate for the county is 500 transactions per month or about \$24,000 per year. County clerks are asking for more than the \$4.00 per transaction.

Commissioner Vick mentioned that one issue is the city has applied for a TDOT Phase I grant application and Commissioner Vick believes the drive-thru area is under the grant. Although



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Commissioner Vick believes it is a great idea, he suggests a little more research may need to be done regarding the grant guidelines.

Chairman Sanders said the county would be pleased with another option to renew driver's license.

Co-Chairman Sweeney made a motion to put this proposal off for 30 days to get a better understanding of the opportunity to then present it later to the committee. During this time, a walk through of the building to estimate retrofit costs, make it ADA compliant and give the city time to get back on their grant.

County Clerk Thomas said she would also gather additional information from the state.

Commissioner Smith seconded the motion. Motion passed unanimously.

Chairman Sanders asked what types of licenses the office could process.

County Clerk Thomas said license renewals, real IDs, and graduated licenses, including photos.

12. ANNOUNCEMENTS - None

13. Adjourn: (Smith, Gunn) unanimous. 7:11 P.M.